

ARIZONA CODE OF JUDICIAL ADMINISTRATION

Part 1: Judicial Branch Administration

Chapter 3: Judicial Officers and Employees

Section 1-302: Education and Training

A. Definitions. In this section, the following definitions apply:

“Accredited Sponsor” means an individual or organization that has been granted status to accredit their programs by the Committee on Judicial Education and Training (COJET).

“Computer security/network security training” means training addressing measures that strengthen the security of the Arizona judiciary’s data, systems and network to protect confidentiality, integrity and availability of information.

“Continuing education” means training or education that leads to improved job-related skills, knowledge or abilities, or specialized skills that enhance the ability to perform job functions.

“County training coordinator” means the local training coordinator designated in each county.

“Credit hour” means an increment of continuing education determined by COJET to constitute one credit toward COJET requirements. In most instances, 60 minutes of education equals one credit hour.

“Education Services” means the division of the Administrative Office of the Courts (AOC) responsible for planning and implementing education for the judiciary.

“Ethics training” means a training session related to appropriate ~~personnel~~ personal behavior in the workplace, codes of conduct, fair treatment in the courts, or avoiding the occurrence or perception of impropriety in carrying out responsibilities.

“Facilitator” means a specifically trained individual who leads local or small group activities that take place as part of a larger program.

“Faculty” means an individual who plans, prepares, and presents an education program. This definition includes individuals who serve as moderator or coordinator of a panel, and individuals who perform pre-planning for one-to-one training activities with measurable educational outcomes.

“Hearing officer, paid,” means an individual paid by the court to serve as a civil traffic or small claims hearing officer.

“Hearing officer, volunteer” means an individual who serves voluntarily as civil traffic or small claims hearing officer.

“Judicial education” means continuing professional education for judges, probation and court personnel.

“Judge” means any person who is authorized to perform judicial functions within the Arizona judiciary, including a justice or judge of a court of record, a justice of the peace, magistrate, water master, court commissioner, referee or pro tempore judge.

“Live training” means training or education provided by one or more faculty or facilitators to an individual or a group using real time interaction.

“Local training coordinator” means the person designated in each court or department to coordinate judicial education.

“Non-facilitated learning” means an individual study program conducted without the aid of an instructor, facilitator, or active co-participants.

“On-call” means employees who are available when summoned for service, do not have an established work schedule and whose schedule is on an as-needed basis.

“Orientation” means knowledge, skills and ethics necessary to begin the job.

“Probation personnel” means probation officers, surveillance officers, detention officers, youth supervisors, support staff, and any other staff assigned to probation departments and juvenile courts.

“Program Sponsor” means an individual, group or organization conducting continuing education for COJET credit hours.

B. through G. [No Changes]

H. General Requirements for Compliance.

1. [No Changes]

2. Full-time judges and full-time and part-time court personnel starting employment after January 1, as well as court personnel with a regular part-time schedule shall complete the requirements (including live training, ~~core curricula~~, ethics and computer security/network security training) according to a prorated schedule:

a. through d. [No Changes]

3. and 4. [No Changes]

I. Requirements for Judges

1. through 4. [No Changes]

5. Judges of limited jurisdiction courts. Before assuming office, or within the first twelve months of assuming office, a new judge of a limited jurisdiction court shall receive

orientation by an experienced judge of a limited jurisdiction court and shall ~~complete~~ begin the orientation program for judges of limited jurisdiction courts approved by COJET. The new judge must successfully complete the orientation program for judges of limited jurisdiction courts approved by COJET within eighteen months of assuming office.

6. [No Changes]

7. Civil traffic and small claims hearing officers. Hearing officers are officers of the court (A.R.S. §§ 22-506 and 28-1553). Proper orientation and continuing education assure that hearing officers are provided with information, process descriptions and procedures necessary to fulfill their judicial role. Hearing officers are subject to the following requirements:
 - a. All small claims hearing officers shall complete a specialized training program approved by COJET prior to or within twelve months of assuming hearing officer duties.
 - b. All civil traffic hearing officers must complete an initial program approved by COJET prior to assuming hearing officer duties. Civil traffic hearing officers must also complete a specialized training program approved by COJET prior to or within 12 months of assuming hearing officer duties. (Rule 6(a), Rules of Court Procedure for Civil Traffic and Civil Boating Violations).
 - ~~b.c.~~ Paid hearing officers shall complete the annual educational requirements for judges, but are not required to attend the annual judicial conference; and
 - ~~e.d.~~ Volunteer hearing officers are not subject to the annual education requirements for judges, unless required by the presiding judge of the superior court in the respective county.

J. Standards for Administrators, Clerks and Court Personnel.

1. [No Changes]

2. Orientation. Orientation for administrators, clerks, probation and court personnel shall take place no later than 90 days after assuming duties and shall include an explanation of their specific job duties and familiarization with court structure and procedures, including an overview of:
 - a. through e. **[No Changes]**
 - f. Local court-related issues; ~~and~~
 - g. Court security; and
 - ~~g.h.~~ Judicial education.

3. and 4. [No Changes]

K. Standards for Probation Personnel.

1. and 2. [No Changes]

3. Training program requirements for probation and surveillance officers.

a. and b. [No Changes]

c. Officer safety orientation. All adult and juvenile probation and surveillance officers shall successfully complete ~~the eight-hour~~ officer safety orientation within 30 days of hire in accordance with ACJA § 6-107.

d. [No Changes]

4. through 6. [No Changes]

L. through N. [No Changes]